

PREVIEW ONLY**FY22 Access to Justice Grants**

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Opportunity Information

Title	FY22 Access to Justice Grants
Description	<p>As part of its mission to provide fair, efficient, and effective justice for all, the Maryland Judiciary receives state funds each year to support programs that enhance access to justice. Access to Justice Grant funds are available for non-profit legal service providers to support programs that enhance access to legal representation in civil case types, Maryland state courts for certain court initiatives, nonprofits with 501(c)(3) status, and public, private, and state institutions of higher education.</p>
Awarding Agency Name	Administrative Office of the Courts, Access to Justice
Agency Contact Name	Pamela Ortiz
Agency Contact Phone	410-260-1258
Agency Contact Email	atjgrants@mdcourts.gov
Fund Activity Category	Law, Justice and Legal Services
Category Explanation	<p>These grants are being offered to enhance the courts' ability to provide meaningful access to justice. The following types of projects will be considered for funding: 1. Access to Justice. Programs that enhance access to justice in civil legal matters. Successful programs will partner with a local court to enhance access to the courts or to facilitate the ability of persons without counsel to handle legal matters on their own. 2. Volunteer Lawyer of the Day Programs. Programs that provide access to a pro bono lawyer on the day of court for case types where such representation is appropriate including consumer and rent. 3. Language Access Initiatives. Programs that</p>

enhance access to justice for persons whose primary language is not English. 4. Remote Access for Court Appearances. Programs that enhance the ability of individuals without access to or knowledge about technology to effectively participate in remote proceedings. This can be a standalone project purpose or may be combined with one of the other project purposes. Applications from current grantees to continue successful programs will be given priority consideration. Grant applications will be evaluated in part on the program's ability to adapt the program model to the COVID-19 health emergency and post-COVID conditions.

Posted Date 1/13/2021

Funding
Opportunity
Number O-A2J-2022-0001

Public Link <https://www.gotomygrants.com/Public/Opportunities/Details/da393491-daf0-4de9-a30f-9bc0055af0c5>

Funding Information

Funding Sources	State
Funding Source Description	The availability of funds is contingent upon the provision of funds in the Maryland Judiciary budget by the Maryland General Assembly for Fiscal Year 2022. Applicants who are awarded funding will receive notice in early June of 2021.

Award Information

Award Start
Date 7/1/2021

Award End
Date 6/30/2022

Award Type Competitive

Capital
Grant No

Indirect
Costs Yes
Allowed

Indirect Cost Description	As stated in the General Grant Conditions: Non-profit organizations may request reimbursement of indirect costs at their federally- negotiated and received Indirect Cost Rate, if applicable, or at a rate of 10% of Modified Total Direct Costs (MTDC). Modified Total Direct Costs are all costs directly attributable to the project under salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract. Court and government grantees are not eligible to receive funds to support indirect costs.
Restrictions on Indirect Costs	Yes
Citation Governing Indirect Cost Restriction	https://mdcourts.gov/sites/default/files/import/procurement/grants/pdfs/generalgrantconditions.pdf
Matching Requirement	No

Submission Information

Submission Timeline Type	One-Time
Submission Open Date	12/28/2020 12:00 AM Eastern Standard Time
Submission Close Date	3/20/2021 11:59 PM Eastern Standard Time
Other Submission Requirements	Applications for programs that will serve particular jurisdictions of the Maryland courts must include a letter of support from the administrative judge.

Question Submission Information

Question Submission Open Date	2/22/2021 12:00 AM
Question Submission Close Date	3/18/2021 4:30 PM
Question Submission Email Address	atjgrants@mdcourts.gov
Attachments	FY22 Special Conditions ATJ Grants

Technical Assistance Session

Technical Assistance Session	Yes
Session Date and Time	3/3/2021 2:00 PM

Conference Info / Registration Link <https://mdcourts.zoomgov.com/j/1600705841?pwd=M1pqZ2QrV1FBbzczUUhKTHpEbFNRZz09>

Eligibility Information

Eligibility Type Public

Additional Eligibility Information Maryland courts, state and local governments, non-profit organizations, and institutions of higher education.

Additional Information

Additional Information URL <https://www.mdcourts.gov/procurement/grants>

Additional Information URL Description All grants awarded by the Maryland Judiciary are subject to the Judiciary's General Grant Conditions. In addition, grants awarded under this opportunity are also subject to the Special Grant Conditions for Access to Justice Funding. The General Conditions and Special Conditions can be previewed on the Department of Procurement, Contract and Grant Administration Grants Home page.

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**MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS
GENERAL GRANT CONDITIONS**

1. Applicability

These General Grant Conditions apply to all Maryland Judiciary Grant recipients, including recipients of Cooperative Reimbursement Agreements.

2. Scope of the Grant

A Notice of Funding Availability (NOFA), also referred to as a Funding Opportunity, defines the grant specifications, including requirements for funding, funding term, and application submission information.

3. Disbursement of Funds

The Judiciary shall disburse funds on a quarterly basis upon the grantee's timely submission of a Grant Invoice and a Detailed Expenditure Report reflecting actual grant expenditures incurred during the quarter, and the required Progress and/or Statistical reports. Other payment options may be available by agreement with the Grant Awarding Department.

4. Grant Award

The Judiciary will review the application and determine the grant award amount. Funded applicants are required to sign and return the Grant Award and Acceptance Form, a finalized budget based upon the grant award amount, and a Financial Information form. Additional documentation may be required. The Maryland Judiciary reserves the right to change the amount awarded based upon the availability of funds and the actual rate of spending by the grantee.

5. Award Period

Grants are awarded on a defined schedule based upon funding availability. State funded grants are awarded within the State Fiscal year: July 1 through June 30. Costs may not be incurred prior to the start of the award period. Costs may not be incurred after the end of the award period. Grantees must project and report any anticipated unspent Judiciary funds by the deadline determined by the Grant Awarding Department.

6. Non-performance

The Judiciary may withhold, reduce or cancel a grant award based on lack of performance or for noncompliance with the terms of the Grant Award and Acceptance Form, including the General Grant Conditions and Special Grant Conditions associated with the grant award.

7. Post-Award Technical Assistance

Assistance is available during the grant period by contacting the support person from the relevant Grant Awarding Department.

8. Reporting

All grantees must submit financial and program reports using the reporting forms provided with the Award, and in the timeframe specified in the Award.

Data Collection and Evaluation

Grantees must collect statistical data, evaluate the effectiveness of the grant

project, and report the results as detailed in the Award.

9. Financial Management

A. Recordkeeping and Accounting

Requirements- Grantees must follow all recordkeeping and accounting guidelines and requirements provided by the Judiciary. Grantees must retain and make available for site visits and audits the records and supporting documentation for all expenses related to the grant-funded project, and must reconcile those expenses to the organization's financial records, financial reports and Grant Invoices. Grantees must keep all financial records relating to their Judiciary grant for a minimum of five years, or as otherwise directed. Either hard copy files or electronic grant files are acceptable, unless otherwise stipulated in the Grant Award.

B. Distribution of Funds

Costs incurred must be treated consistently as either a direct or an indirect cost in order to avoid double charging any portion of the grant award.

Direct costs are those costs directly attributable to a program or project.

i. Personnel Costs

- a. All grantees must have and adhere to written policies concerning payroll, personnel, and time and effort for any position supported by the grant.
- b. When grant funds are used to pay salaries, the grantee must maintain time sheets and payroll records for

those staff positions to document that the staff person(s) worked on grant-related activities.

- c. Grantees that pay for salaries out of more than one funding source must clearly demonstrate accurate allocation to each funding source.
- d. Salary adjustments for grant-funded circuit court employees will be provided consistent with those appropriated by the legislature for state Judiciary positions. Grant support for fringe benefits will also change commensurate with any salary adjustments made. Local governments are authorized to provide supplemental funds for salary and fringe benefits beyond the amount provided under a grant.
- e. The Grant Awarding Departments may take into consideration turnover rates when determining the total amount granted for personnel costs.
- f. The Grant Awarding Departments may confer with the Judiciary's Human Resources Department when determining the amount granted for any grant-funded position.

ii. Contractual Costs

- a. Grantees are required to follow their own written

procurement policies in expending grant funds. Grantees, that do not have an established written procurement Policy, must follow the Judiciary Procurement Policy.

- b. Goods and/or services purchased with grant funds shall remain in the ownership and liability of the grantee (unless otherwise stipulated), and the grantee shall assume responsibility for all routine equipment maintenance and/or replacement costs.
- c. Grantees that use grant funds for contractual services must notify potential contractors that funds for the project originated from a Maryland Judiciary grant and that the conditions which accompany that grant award are part of the contract.
- d. Grantees may not use grant funds to contract with any individual or entity that has been prohibited from doing business with the State of Maryland, and is consequently listed on the State's Debarment List.
- e. Grantees are required to have and follow their own written grant policies when awarding grant funds to an outside entity. Grantees may be required to obtain prior approval from the

Grant Awarding Department before sub--granting funds. Grantees who do not have an established grant policy must follow the Judiciary's Grant Policy and procedures.

- f. Grantees are required to have and follow their own written interagency agreement policies when establishing Memoranda of Understanding (MOU) or Interagency Agreements (IGA) with an outside agency. Grantees may be required to have prior approval from the Grant Awarding Department to establish such agreements. Grantees that do not have an established interagency agreement must follow the Judiciary's MOU Policy and procedures.

iii. **Travel Costs**

When a traveler is an employee of the grantee, or is a judge, magistrate or Judiciary employee, and travel costs are approved as part of the Grant Award, travel is an allowable direct cost where such travel will provide direct benefit to the project. When a traveler is not an employee of the grantee, authorized travel costs must be recorded and reimbursed under Contractual Costs. Grantees are required to follow their own written travel policy when expending funds approved for travel. Judiciary employees,

and grantees who do not have an established written travel policy, must follow the State Joint Travel Regulations – Judicial Branch Travel Policy.

iv. Training Costs

Grantees that provide education and training using Judiciary funds must adhere to the Judiciary's Education and Training Policy and, when applicable, shall work with their Grant Awarding Department to ensure prior approval of training activities.

v. Other Direct Costs

Costs which are directly attributable to the project or program not defined under i. through iv. above include, but are not limited to: equipment, software, and supplies, may be included in Direct Costs.

vi. Indirect Costs

Indirect Costs are those costs to an organization that are not readily assignable to a particular project but may be necessary for the organization to meet its goals and complete a funded project.

Non-profit organizations may request reimbursement of indirect costs at their federally-negotiated and received Indirect Cost Rate, if applicable, or at a rate of 10% of Modified Total Direct Costs (MTDC).

Modified Total Direct Costs are all costs directly attributable to

the project under salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract.

Court and government grantees are not eligible to receive funds to support indirect costs.

C. Restrictions on Use of Funds

Grantees may not use funds for religious, political, or lobbying purposes. Other restrictions on the use of grant funds may be contained in the Special Grant Conditions for each grant type.

10. Modifying the Grant

Grantees must adhere to the following:

A. Budget Modification

- i. Grantees may move small amounts of their budget without prior approval when those modifications involve less than 10% of the grant award amount, or \$10,000 per quarter, whichever is less.
- ii. If the modification would add a new budget line item to the grant, not included in the final award budget, preapproval is required regardless of the amount.
- iii. Expenditures that do not comply with the adjusted or approved budget will not be authorized for payment.

B. Project Modifications

Grantees must receive written approval from the Grant Awarding

Department to change the purpose or activities of the grant. Grantees must submit a written change of purpose request for approval by the Grant Awarding Department. When the change of purpose impacts the budget, the grantee must also submit a revised project budget detailing any costs related to this change.

11. Grant Monitoring

A Judiciary review of all submitted reports is used to evaluate the grantee's progress towards meeting their stated goals, objectives, and assigned performance measures. The Judiciary may conduct audit reviews of grant recipients. By accepting Judiciary grant funds, grantees agree to be subject to a review or audit of their grant-funded project, if requested.

12. Close Out

Grantees will submit final reconciled financial reports, final grant invoices, and deliverables to the Grant Awarding Department as directed in the Award no later than 45 days after the end of the grant award period, unless previously agreed upon with the Grant Awarding Department. Once the Grant Awarding Department has verified the completion of the financial and program requirements by the grantee, and payment of the final Grant Invoice has been processed, the grant will be closed. Any remaining funds will no longer be available to the grantee. Any overbillings or audit adjustments must be remitted to the Judiciary within 60 days of discovery or notice to grantee, whichever is sooner.

13. Use of Information

The Judiciary has the right to use information reported in statistical

reports, annual reports, and other publications for general distribution. In addition, the Judiciary has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of a Judiciary grant.

14. Acknowledgement of Support

When creating and disseminating materials, reports or other products (paper or electronic) or statements as part of the grant project, grantees must include the following acknowledgement: *"This project is supported by a grant from the Maryland Judiciary's [insert relevant Grant Awarding Department]."*

15. Policy Against Discrimination

Grantees must not discriminate in any manner against any person because of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or Federal law.

Administrative Office of the Courts

ACCESS TO JUSTICE DEPARTMENT
187 HARRY S. TRUMAN PARKWAY
ANNAPOLIS, MARYLAND 21401
NOFA #: O-A2J-2022-0001



Special Conditions for FY2022 Maryland Access to Justice Grants

The following additional conditions apply to FY2022 Maryland Access to Justice Grant(s).

1. Funding Period

The grant period is for one year from July 1, 2021 until June 30, 2022. Grantee(s) must reapply for grant funding for subsequent years. Grants awarded for Fiscal Year 2022 will support program needs from July 1, 2021 through June 30, 2022. All funds must be expended within this time period.

2. Scope of Program

The Access to Justice Department will entertain proposals to fund four types of programs to enhance the courts' ability to provide meaningful access to justice:

- a. *Access to Justice.* Programs that enhance access to justice in civil legal matters. Successful programs will partner with a local court to enhance access to the courts or to facilitate the ability of persons without counsel to handle legal matters on their own.
- b. *Volunteer Lawyer of the Day Programs.* Programs that provide access to a pro bono lawyer on the day of court for case types where such representation is appropriate including consumer and rent or other housing cases.
- c. *Language Access Initiatives* Programs that enhance access to justice for persons whose primary language is not English.
- d. *Remote Access for Court Appearances.* Programs that enhance the ability of individuals without access to or knowledge about technology to effectively participate in remote proceedings. This can be a standalone project purpose or may be combined with one of the other project purposes.

3. Program Goals and Evaluation

Successful applicants will work with the Access to Justice Department to set goals and benchmarks for the program, and to identify data to be collected. Grantees may be required to participate in evaluation studies as determined by the granting department.

4. Grant Reporting Requirements.

All reports (financial and program/statistical) and invoices must be submitted electronically to the Access to Justice Department via the Maryland Judiciary's grant management application: www.gotomygrants.com. Reports and invoices are due by the dates outlined below. When a due date falls on a weekend or holiday, reports and invoices are due the next business day.

a. Program & Statistical Reporting.

(1) Programs are required to report on progress toward specific project goals and provide statistical information on a quarterly basis.

(2) Specific program and statistical reporting requirements will be discussed and decided upon in consultation with the grantee prior to the start of the funding period. Reporting will be completed through the grant management application.

b. Financial Reporting

(1) Programs are required to provide expenditure reports and grant invoices on a quarterly basis. These reports must be submitted through the grant management application by the due dates outlined below, even if the grantee did not expend any funds during the quarter.

5. Financial Reporting

Quarterly financial reports, program reports and requests for payment are due by the 15th day after the close of the quarter.

Report	Due
1st Quarter (July 1 thru Sept 30)	October 15
2nd Quarter (Oct 1 thru Dec 31)	January 15
3rd Quarter (Jan1 thru Mar 31)	April 15
4th Quarter (April 1 thru June 30)	July 10